

## Privacy Statement Verwajen Consulting

In our Privacy Statement, we use a number of definitions (which can be used in single and plural form):

Statement: this Privacy Statement;

Privacy legislation: the General Data Protection Regulation.

### 1. Explanation of the Statement

**Verwajen Consulting** is not allowed to use the data which is provided without any restrictions. The Privacy Legislation is meant to protect people's privacy and limits the allowed use of your personal data by others. Through this legislation, **Verwajen Consulting** is obliged towards customers to:

- inform them of the way in which data are gathered by **Verwajen Consulting** and the purpose of gathering these data;
- report who is allowed to see the data;
- ask permission for processing certain data.

**Verwajen Consulting** cares about your privacy. That is why, using this statement, **Verwajen Consulting** explains how your data are treated, what the purpose is of using your data, and for which data **Verwajen Consulting** should explicitly ask for your permission before processing.

### 2. Personal data used by Verwajen Consulting and the purpose of this use

**Verwajen Consulting** (potentially) processes your personal data when you are or will become a customer / client of **Verwajen Consulting**, when you are a business acquaintance of **Verwajen Consulting**, or if you fill out the contact form on the website. **Verwajen Consulting** collects name, e-mail address and phone number of (potential) customers / clients. Also the name, e-mail address and phone number of business acquaintances are stored. These data enable us to:

- financially and administratively handle the agreement which clients have with **Verwajen Consulting**;
- deliver our services;
- reach clients or interested persons when necessary;
- optimise and further develop our services.

### 3. Sharing personal data with third parties

**Verwajen Consulting** does not share personal data with persons or organisations outside of the **Verwajen Consulting** organisation, unless:

- this is required by law;
- it is imperative for fulfilling an agreement between **Verwajen Consulting** and you;
- you have given permission to do so.

### 4. Obligations / secured access / confidentiality / storage period

- **Verwajen Consulting** solely processes your personal data in accordance with the law. This means (among other things) that data are only processed for the purpose for which they were gathered, in a proper and careful way, in accordance with the law and this Statement.
- Your personal data can only be viewed by persons working for **Verwajen Consulting**, unless this Statement says otherwise. All your personal data are safeguarded by **Verwajen Consulting** against unauthorised access. The protection consists of the following:
- having a personal password for every person working for **Verwajen Consulting** to log on to the digital system;
- having a confidentiality obligation for each person working for **Verwajen Consulting** regarding all personal data provided to **Verwajen Consulting**;
- **Verwajen Consulting** has taken technical measures to protect its system against external threats, in accordance with the law;

- your personal data shall not be stored longer than necessary for a correct administration, a well-managed business and/or other purposes which have been determined. The law can demand an other storage period. In such case, **Verwajen Consulting** will comply with the storage period which has been provided by law.

## 5. Your rights as a data subject

- Right of information: the right to know if your personal data are used, which data, and for which purpose.
- Right of access: the right to view and obtain a copy of those data, provided that this does not compromise other persons' privacy.
- The right to rectify, complement or delete data, should this be necessary (right of rectification and removal). The right to demand (partial) removal of your data can only be granted if continued storage of the data is not of significant importance for another person, and if there is no legal obligation to store the data.
- The right to object: the right to resist processing of your data in certain occasions.
- The right to data portability: the right to receive your personal data which are stored, in order to be able to transfer these to another organisation.
- Right to a human view on automated decisions: when a decision is made in an automated way, the right exists to have this decision be taken by human interference.

If you desire to exercise your rights, you can make your demands known to [info@verwajenconsulting.nl](mailto:info@verwajenconsulting.nl). You will be provided with an explanation, should your request be denied. A reason can be that your files contain information which is or can be of importance to others. You will receive an answer from **Verwajen Consulting** within one month from the moment of receipt of your request.

Also if you have complaints about the way your personal data are processed, you can get in touch with **Verwajen Consulting**, and **Verwajen Consulting** will try to find a solution which is acceptable for all parties involved.

Do you have another comment, question or suggestion? You can always contact us in writing.

It goes without saying that **Verwajen Consulting** will also treat the personal data which have been provided in this context with due confidentiality and care.

Our current contact details can be found on the website of **Verwajen Consulting**.

Privacy Statement **Verwajen Consulting** version June 2018